

Scott Walker
Governor

Jon E. Litscher
Secretary



Office of Detention Facilities
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State of Wisconsin

Department of Corrections

June 6, 2017

Chief Ann Wellens
South Milwaukee Police Department
2424 15th Avenue
South Milwaukee, WI 53172

RE: 2017 Annual Inspection, South Milwaukee Municipal Lockup

Dear Chief Wellens:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37 (3). The 2017 annual inspection of the South Milwaukee Municipal Lockup was conducted on June 1, 2017. This report summarizes the results of the annual inspection.

INSPECTION SUMMARY

Physical Environment 349.07

The four cells, group holding room and adjacent booking area were inspected and found to be in good condition. All doors and locks were found to be in working order, as were the toilets and sinks. Inspections of cell and fire escape locks and doors continue to be completed pursuant to 349.12(3)(5) on a weekly basis, which is an excellent practice.

There is a need to add security caulking around the light fixture in [REDACTED]. In addition, please have maintenance examine the other [REDACTED] fixtures to determine if additional caulking is necessary.

Sanitation and Hygiene 349.08

The inmate hygiene supplies located at the facility were found to meet code standards. All areas of the detention and booking area were found to be clean and well maintained.

Health Care 349.09

The South Milwaukee Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review of the completed admission screens found that a health screening form is being completed on each individual being placed into a cell. Current South Milwaukee procedure stipulates that medications will be placed with the arrestee's property and that no medications brought into the facility by an individual will be administered by police officers unless authorized by a shift commander.

Fire Safety 349.10

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspection by the South Milwaukee Fire Department was completed on 3/28/17. Additionally, the fire alarm and sprinkler systems were inspected on 5/31/17. Evacuation routes are posted and fire protection equipment in place should the need arise.

Records and Reporting 349.11

A review of the admission screening and booking reports revealed that appropriate information is being obtained on all individuals being booked into the South Milwaukee Municipal Lockup. Since the last annual inspection in 2016, there have been no notifications to this office of any unusual occurrences. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

Security 349.12

Cell checks are being completed and documented as required. A review of completed booking sheets found that security checks are generally being conducted and documented approximately [REDACTED] minutes for adult detainees. This is a good practice that exceeds the minimum requirements of the administrative code.

Detention of Juveniles 349.21

Your Department has submitted policies and procedures to hold juveniles as outlined in DOC 349.21. Policies and procedures are in place to maintain sight and sound separation. All juvenile files are separate from adults, and appropriate information is being obtained on all juveniles booked into the facility. A review of juvenile files indicated that physical security checks are being completed approximately [REDACTED] minutes in accordance with administrative code. However, a number of the juvenile cell checks were conducted beyond the 20 minute timeframe set forth in administrative code. Please ensure that all staff is aware of the required timeframe

for juvenile detainees. A review of the files also indicated that no juveniles appeared to have been held in secure custody longer than the 6 hour maximum.

Approval

The South Milwaukee Municipal Lockup is approved for the detention of adults for up to 72 hours and for the detention of juveniles for up to 6 hours. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained and that sight and sound separation between adults and juveniles occurs.

I would like to thank Captain Peter Jaske for his assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg A. Bucholtz", with a stylized, flowing script.

Gregory A. Bucholtz, Inspector
Office of Detention Facilities

Cc: Erik Brooks, Mayor
Captain Peter Jaske
Kristi Dietz, ODF Director
File